

**FEDERAL EMERGENCY MANAGEMENT AGENCY
APPLICATION FORM FOR SINGLE RESIDENTIAL LOT OR STRUCTURE
AMENDMENTS AND REVISIONS TO NATIONAL FLOOD INSURANCE PROGRAM MAPS**

*O.M.B. No. 3067-0257
Expires September 30, 1997*

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 2.4 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. Send comments regarding the accuracy of the burden estimate to: Information Collection Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472; and to the Office of Management and Budget, Paperwork Reduction Project (3067-0257), Washington, DC 20503.

This form should be used by an individual property owner to request that the Federal Emergency Management Agency (FEMA) remove a single residential structure or a legally recorded parcel of land or portions thereof, described by metes and bounds certified by a registered professional engineer or licensed land surveyor, from a designated Special Flood Hazard Area (SFHA), an area that would be inundated by the 100-year (one-percent annual chance) flood, via Letter of Map Amendment (LOMA) or Letter of Map Revision Based on Fill (LOMR-F). It shall not be used for requests involving changes to base flood elevations, floodway designations, or proposed projects. In addition, it shall not be used for requests submitted by developers or for requests involving multiple structures or lots.

Applicable Regulations

The regulations pertaining to LOMAs and LOMRs-F are presented in the National Flood Insurance Program (NFIP) regulations under Title 44, Chapter I, Parts 65 and 70, Code of Federal Regulations. The purpose of Part 70 is to provide an administrative procedure whereby FEMA will review information submitted by an owner or lessee of property who believes that his or her property has been inadvertently included in a designated SFHA. The necessity of Part 70 is due in part to the technical difficulty of accurately delineating the SFHA boundary on an NFIP map. Part 70 procedures shall not apply if the topography has been altered since the effective date of the first NFIP map (i.e., a Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map) showing the property to be within the SFHA. Requests involving changes in topography (such as the placement of fill) are handled under the procedures described in Part 65. In such instances, note especially NFIP regulations Paragraph 65.5.

Basis of Determination

FEMA's determination as to whether a structure or legally recorded parcel of land, or portions thereof, described by metes and bounds, may be removed from the SFHA will be based upon a comparison of the base (100-year) flood elevation (BFE) with certain elevation information. The elevation information required is dependent on whether a structure, a legally recorded parcel of land, or portions thereof are to be removed from the SFHA and whether fill has been placed on the property to raise the structure or parcel of land above the BFE, as outlined below.

Item to be Removed from the SFHA

Structure located on natural ground

Structure located on fill

Undeveloped legally recorded parcel of land or portions thereof

Elevation Information Required

Lowest adjacent grade (the elevation of the lowest ground touching the structure) to the structure

Lowest adjacent grade to the structure and the elevation of the lowest floor (including basement)

Elevation of the lowest ground on the parcel or within the portion of land to be removed from the SFHA

Please note the following list of some of the special considerations that may affect FEMA's determination:

- Fill is defined as material placed to raise the ground to or above the BFE. Fill placed before the effective date of the first NFIP map showing the property to be within the SFHA is treated as natural ground. If this cannot be determined, then the initial identification date will be used.
- In areas of sheetflow flooding (AO Zones), the FEMA Regional Office should be contacted to clarify the elevation information that will be required for a determination as to whether a structure or a legally defined parcel of land can be removed from the SFHA.
- If the lowest floor of a building has been elevated on posts, piers, or pilings above the BFE in the SFHA and any portion of the structure (i.e., posts or piers) is still below the BFE, the building will not be removed from the SFHA.

1. Street Address of Your Property:
2. Has fill been placed on your property? If yes, when?
3. Are you requesting that the flood zone designation be removed from a) your entire legally recorded property; b) a portion of your legally recorded property (a metes and bounds description must be written and certified by a registered professional engineer and submitted along with a map showing the metes and bounds area); or c) a structure on your property? (Answer "a," "b," or "c") a
4. If the answer to question 3 is "c," then:
 - What is the date of construction?
 - What is the type of construction? (a) crawl space; (b) slab on grade; (c) basement; (d) other (Answer "a," "b," "c," or "d") a
5. The following documents have been enclosed in support of the request: (all items are required if the restrictions stated apply)
 - ☐ a. Copy of Plat Map (with recordation data)
or
 - ☐ Copy of the property deed (with recordation data) accompanied by a tax assessor's or other suitable map showing the surveyed location of the property with respect to local streets and watercourses.
(If the plat map and property deed are available, then both should be submitted.)
 - ☐ b. Copy of the effective Flood Insurance Rate Map panel on which the property location has been accurately plotted
 - ☐ c. Map showing the location of any structures on the property
 - ☐ d. Metes and bounds description and accompanying map (only if the request is for a portion of the property), certified by a registered professional engineer or licensed surveyor
 - ☐ e. A completed Federal Emergency Management Agency, National Flood Insurance Program, Elevation Certificate, certified by a registered professional engineer or licensed surveyor
or
 - ☐ Elevations, certified by a registered professional engineer, or licensed surveyor, as outlined above in the Basis of Determination.
 - ☐ f. If data to substantiate the 100-year flood elevation is not available from an authoritative source (such as a Federal or State agency), then the 100-year flood elevation must be calculated and the backup calculations must be provided.
 - ☐ g. Community acknowledgment form (only if fill has been placed--available from regional office shown below or community)
 - ☐ h. Additional information (attach list)
6. All information submitted in support of this request are correct to the best of my knowledge. I understand that any false statement may be punishable by fine or imprisonment under Title 18 of the United States Code, Section 1001.

Property Owner's Name:

Mailing Address:

Daytime Telephone Number:

Signature

Date:

Please submit this form and all supporting data to the appropriate regional office listed below.

REGIONAL OFFICES

REGION 1

(Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island, Vermont)

FEMA, Mitigation Division
J. W. McCormack Post Office and
Courthouse Building, Room 462
Boston, Massachusetts 02109
(617) 223-9561

REGION 2

(New York, Puerto Rico, New Jersey)

FEMA, Mitigation Division
26 Federal Plaza, Room 1351
New York, New York 10278
(212) 225-7200

REGION 3

(Delaware, D.C., Maryland,
Pennsylvania, Virginia, West Virginia)

FEMA, Mitigation Division
Liberty Square Building
(Second Floor)
105 South Seventh Street
Philadelphia, Pennsylvania 19106
(215) 931-5512

REGION 4

(Alabama, Florida, Georgia, Kentucky,
Mississippi, N. Carolina, S. Carolina, Tenn.)

FEMA, Mitigation Division
1371 Peachtree Street, Northeast
Suite 736
Atlanta, Georgia 30309
(404) 853-4400

REGION 5

(Illinois, Indiana, Michigan
Minnesota, Ohio, Wisconsin)

FEMA, Mitigation Division
175 West Jackson Boulevard,
Fourth Floor
Chicago, Illinois 60604
(312) 408-5552

REGION 6

(Arkansas, Louisiana, New Mexico, Oklahoma,
Texas)

FEMA, Mitigation Division
Federal Regional Center
800 North Loop 288
Denton, Texas 76201-3698
(817) 898-5165

REGION 7

(Iowa, Kansas, Missouri, Nebraska)

FEMA, Mitigation Division
Federal Office Building
911 Walnut Street
Kansas City, Missouri 64106
(816) 283-7002

REGION 8

(Colorado, Montana, N. Dakota, S. Dakota, Utah,
Wyoming)

FEMA, Mitigation Division
Denver Federal Center
Building 710, Box 25267
Denver, Colorado 80225-0267
(303) 235-4830

REGION 9

(Arizona, California, Hawaii, Nevada)

FEMA, Mitigation Division
Presidio of San Francisco, Building 105
San Francisco, California 94129
(415) 923-7100

REGION 10

(Alaska, Idaho, Oregon, Washington)

FEMA, Mitigation Division
Federal Regional Center
130 228th Street, S.W.
Bothell, Washington, 98021-9796
(206) 487-4600